

7/14/78

STAT

MEMORANDUM FOR:

SUBJECT : Notes on "Look at Ourselves"

1. Here are a few examples of relatively small procedural recommendations which could be and were acted upon at the local level:

a. Prior to January 1969 WARO and CSB prepared separate Weekly Activity Reports which were typed and forwarded as attachments to C/RD's report. The change - each telephoned weekly to C/RD the items which should be included in his report, and thus only one report was typed and forwarded.

b. A number of suggestions for consolidating and reducing files were offered and adopted.

c. RD's index of current applicant cases was converted from 3 x 5 cards, maintained in file drawers, to Wheeldex.

d. Several procedures involved in applicant processing, developed through experience but largely unrecorded, were reviewed and systematized.

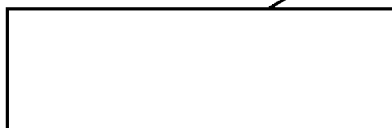
e. In the "unofficial" category, a "sunshine fund" was created in RD, to which staff members contribute each pay-day, to cover cost of birthday observances, get-well cards or flowers, etc.

f. The large Xerox machines in CSB, previously operated by a never-ending series of detailees from the "Pool" who stayed on the job a month or less, were entrusted to a "permanent" operator who was cleared and could handle classified material. The result - better and quicker service and a reduction in maintenance problems.

g. A few suggestions having to do with improved communication and making staff meetings more useful were put into effect.

2. Some larger recommendations which have been put into effect had to do with improvements in the Advanced Staffing Plan; expression of requirements forecasts in time-phased recruitment and in-process targets; and several improvements in the guidance to field recruiters.

3. A major one, still awaiting action, has to do with the way decisions are made on putting cases into process. Put another way, we still have a way to go in improving the way applicants get selected.



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